

FINANCIAL MANAGEMENT REQUIREMENTS

VOLUME 1

OVERVIEW

SEPTEMBER 2008

OFFICE OF THE CHIEF FINANCIAL OFFICER

**CHAPTER 1. INTRODUCTION TO THE NATIONAL AERONAUTICS AND SPACE
ADMINISTRATION (NASA) FINANCIAL MANAGEMENT REQUIREMENTS (FMR)**

TABLE OF CONTENTS

1.1	OVERVIEW.....	1-1
1.2	POLICY.....	1-2
1.3	AUTHORITIES AND REFERENCES.....	1-2
1.4	ROLES AND RESPONSIBILITIES.....	1-2

**CHAPTER 1. INTRODUCTION TO THE NATIONAL AERONAUTICS AND SPACE
ADMINISTRATION (NASA) FINANCIAL MANAGEMENT REQUIREMENTS
(FMR)****1.1 OVERVIEW.**

1.1.1 The Financial Management Requirements (FMR) constitutes the Agency's official financial management policies. The FMR communicates matters involving the financial management guidance and discipline under the purview of the Agency's Chief Financial Officer (CFO), NASA Headquarters. The provisions of the FMR are applicable to NASA Headquarters, NASA Centers, and NASA's Component Facilities. The term NASA Centers will be used throughout the FMR to encompass NASA's Component Facilities. The following are the Volumes within the FMR.

- A. Volume 1: Overview
- B. Volume 2: NASA Federal Financial Management Systems
- C. Volume 3: RESERVED FOR FUTURE USE
- D. Volume 4: Planning, Programming, Budgeting, and Execution
- E. Volume 5: Budget Execution
- F. Volume 6: Accounting
- G. Volume 7: Cost Accruals
- H. Volume 8: External Reporting
- I. Volume 9: Internal Management Controls
- J. Volume 10: Antideficiency Act
- K. Volume 11: Payroll
- L. Volume 12: Travel
- M. Volume 13: Contract Financial Management
- N. Volume 14: Grants Financial Management
- O. Volume 15: Cash Management
- P. Volume 16: Reimbursable Agreements
- Q. Volume 17: Working Capital Fund Policy and Requirements
- R. Volume 18: Special Accounts

- S. Volume 19: Financial Management Operating Procedures (FMOP) and Continuous Monitoring Program (CMP)
- T. Volume 20: Property, Plant, and Equipment and Operating Materials and Supplies

1.2 POLICY.

- 1.2.1 Relationship to Issuances of Regulatory Agencies. Regulatory agencies, of the Federal Government, issue financial budgeting, accounting, and reporting principles, policies, and procedures for the guidance of all agencies. Maximum reliance will be placed upon these issuances and they will not be restated in the FMR except when necessary to specifically implement policies or to provide clarification.
- 1.2.2 Interim Policy. When policy is required urgently and cannot await the reissue of an FMR volume, the Agency Office of the Chief Financial Officer (OCFO) issues the individual policy as an interim policy. Interim policy will be posted on the OCFO web site and incorporated into the appropriate FMR volume when that volume is reissued.
- 1.2.3 Distribution. The basic issuance and all changes to the FMR will be available online, on the Agency OCFO web site. If problems are experienced in connecting to the web site or online capability is not available, contact your computer support staff. If the computer support staff cannot resolve the problem, contact the Center Deputy CFO (Finance) for assistance.
- 1.2.4 Tables of Contents and Appendices. A Table of Contents is provided in the beginning of each Volume to assist in locating specific information contained therein. Appendices are provided, where appropriate, to demonstrate procedures, coding, computations, rates, and formats.
- 1.2.5 Questions and Comments. Questions and comments concerning the content of the FMR, and requests for revision, exception, and additional coverage will be referred to the Director, Policy and Business Integration, OCFO, NASA Headquarters.

1.3 AUTHORITIES AND REFERENCES.

- 1.3.1 Regulatory agencies and statutes provide financial management policies, principles, and standards that Federal agencies should follow. References to these regulatory agencies are provided in each FMR volume as applicable.
- 1.3.2 Related NASA Directives. Applicable NASA directives are referenced throughout the FMR volumes.

1.4 ROLES AND RESPONSIBILITIES.

- 1.4.1 The responsibility for the development, revision, and promulgation of the FMR is delegated to the Agency Chief Financial Officer, NASA Headquarters

by NASA Policy Directive (NPD) 1000.3_, "The NASA Organization." Related assignments of responsibility for budgeting, accounting, reporting, fiscal operations and internal control are contained in the 1000 and 9000 series of the NPDs, and are referenced in the FMR when essential.